

## **B. STREETS & SIDEWALKS** (Chapter 903, 923, and 2111, Columbus City Code)

### **1. Block Party/Street Closure Permit**

A Block Party/Street Closure Permit (**Appendix B**) is required when an applicant desires to close any public street or alley for a special event, block party or placing food vendors on a street. To be considered for a Block Party/Street Closure Permit, completed applications must be returned to the CRPD Permit & Rental Services Office and include:

- A list of the streets to be closed (including corresponding intersections).
- The proposed times and dates of closure and reopening.
- A petition signed by representatives of 80% of the total affected properties.
- A legible map of the closure areas.
- Submission of the application and fee (15) days prior to the requested closure. Applications filed less than (15) days before the event will be subject to a \$25.00 expedited service charge and may not be processed.
- Meter Request Form identifying location of all parking meters to be removed from service must be submitted to Parking Violations Bureau (30) days prior to closure. PVB approved meter form and payment of meter fees must be submitted with street closure application. (**Refer to Section III. A. 1**).
- Signage must be posted on all used meters 24 hours prior to the event.

☐ **Regular Block Party/Street Closure Permit - Rec. & Parks** **\$75.00**  
(For Regular Block Party Permits \$10.00 is charged for each additional street that is closed).

☐ **Large Block Party/Street Closure Permit - Rec. & Parks**  
(Major thoroughfare or affecting 16 or more properties) **\$100.00**

All applications for closure of major thoroughfares (i.e. High St., Broad St., etc.) are subject to the review and written approval of the Division of Police, Division of Fire, Public Service Department, and Refuse Collection Division. Prior to returning a Street Closure application to the CRPD Permit & Rental Services Office for processing, the application must be approved by the reviewing city divisions and all meter fees must be determined by the Parking Violations Bureau. Below are the general requirements for each division.

#### **Division of Police**

- Requires Event Coordinators to provide general event information, including crowd size, proposed entertainment, plans for the sale of alcohol, and a map of the streets to be closed. Depending on the streets to be closed and closure times, Event Coordinators may be required to arrange police coverage for traffic/crowd control.

#### **Department of Public Service**

- Requires submission of a traffic plan identifying the proposed street closure(s) on a map (contact Mark DiPiero – 614-645-5845).
- Requires submission of an Occupancy Permit application (**Appendix C**).
- Requires posting of “Emergency No Parking” signs (**Appendix D**) 72 hours prior on closed streets without parking meters and posting of “Public Notice” signs (**Appendix E**) 24 hours prior on streets when meters are removed from service. Event Coordinators must remove signs at conclusion of the event.

- May require submission of Street Sweeping/Post-Event Clean-Up Deposit (**Section III A 2**) and payment for lost meter revenue when removing parking meters from service (**Section III A 1**).

#### **Division of Fire**

- Requires Event Coordinators maintain a 20' fire lane if anything is placed on a street (contact Lt. Eddie Arnold – 614-645-7641 ext. 5605).

#### **Refuse Collection Division**

- Requires review of the event's trash collection/removal plan (contact Al Bohanan – 614-645-5930).

#### 2. **Occupancy Permit** (Chapter 910, Columbus City Code)

This permit (**Appendix C**) is required anytime an applicant desires to construct event related items on public right of way which is not included in the applicant's approved Block Party/Street Closure permit. Applicants must provide necessary pedestrian or vehicle traffic control devices for items erected on streets and sidewalks. Items constructed on sidewalks may require signage redirecting pedestrians to an alternative route. The Planning & Operations Division will designate the quantity and type of traffic control devices required. If the closure of the street restricts normal access to parking meters, then the Event Coordinator must coordinate with the Parking Violations Bureau for the affected meters to be removed from service. If removing parking meters from service, the Event Coordinator must make payment for any lost parking meter revenue or request a fee waiver from the Parking & Violations Bureau (**Section III A 1**). Applications must be filed 10 days prior to the closure. If accompanying a street closure must be filed 15 days prior.

☐ **Occupancy Permit –Planning & Operations Div.** **\$40.00**  
(Up to 5 consecutive days)

#### 3. **Parade Permit** (Chapter 2111, Columbus City Code)

This permit is required for the formation of any parade, procession or other moving assemblage upon any street or public thoroughfare other than routine vehicular traffic, a race event, or a funeral procession (**Appendix I**). To secure a Parade Permit, applicants should:

- Consult with the Division of Police Special Events Unit regarding the proposed date, time, and route.
- Arrange/make payment for police officers and escort vehicles.
- Complete and file a Parade Permit application with the DPS License Section.

If floats will be used, it is also recommended that applicants contact the Division of Fire for specific regulations regarding fire safety requirements for floats. If the Street Maintenance Operations Division will be needed to sweep streets after the event, then prepayment of a street cleaning deposit will also be required (**Section III. A. 2**)

☐ **Parade Permit - License Section** **\$100.00**  
☐ **Application Fee – License Section** **\$10.00**